



## Daily Tasks | Week of 5/17/21

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*Activities grouped by area. Work may occur in adjacent floors simultaneously due to the nature of chase/riser work. Locations in **BOLD** are an estimate of how the work progresses, pending productivity and unforeseen conditions or conflicts.*

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- **Monday**
  - Electricians to continue pulling wire at basement hallway.
  - Electricians to continue Fire Alarm ceiling holes on the 1<sup>st</sup> floor that have devices, in offices that are occupied. Offices that are affected will be **ALL Offices On The 1<sup>st</sup> Floor West Side , City Clerks & Commissioner's office.** WTR will work with personnel inside these offices to accommodate any needs.
  - Exploring Branch circuits and Identifying circuit breakers as needed throughout building electric panels.
  - Installing Electric Feeders @ Basement Electric room, 2<sup>nd</sup> Floor Payroll & 3<sup>rd</sup> Floor Women's Bathroom.
  - Hammer drilling penetrations in Corridors on 1<sup>st</sup> floor.
  - Carpenter to begin patching all holes that electricians made to run fire alarm wire on 2<sup>nd</sup> floor & working there way down to 1<sup>st</sup> floor.
  - WTR Carpenter to continue to close in pipe penetrations throughout the building.
- **Tuesday**
  - Electricians to continue pulling wire at basement hallway.
  - Electricians to resume Fire Alarm ceiling holes on the 1<sup>st</sup> floor that have devices, in offices that are occupied. Offices that are affected will be **ALL Offices on The 1<sup>st</sup> Floor West Side City Clerks & Commissioner's Office.** WTR will work with personnel inside these offices to accommodate any needs.
  - Exploring Branch circuits and Identifying circuit breakers as needed throughout building electric panels.
  - Installing Electric Feeders @ Basement Electric room, 2<sup>nd</sup> Floor Payroll & 3<sup>rd</sup> Floor Women's Bathroom.
  - Hammer drilling penetrations in Corridors on 1<sup>st</sup> floor.
  - Carpenter to resume patching all holes that electricians made to run fire alarm wire on 2<sup>nd</sup> floor & working their way down to 1<sup>st</sup> floor.
  - WTR Carpenter to resume plywood at any open gaps in attic floor.
- **Wednesday**
  - Electricians to continue pulling wire at basement hallway.
  - Electricians to resume Fire Alarm ceiling holes on the 1<sup>st</sup> floor that have devices, in offices that are occupied. Offices that are affected will be **ALL Offices On The 1<sup>st</sup> Floor West Side City Clerks & Commissioner's Office & Will Be Exploring City Managers office.** WTR will work with personnel inside these offices to accommodate any needs.
  - Exploring Branch circuits and Identifying circuit breakers as needed throughout building electric panels.



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- Installing Electric Feeders @ Basement Electric room, 2<sup>nd</sup> Floor Payroll & 3<sup>rd</sup> Floor Women's Bathroom.
- Hammer drilling penetrations in Corridors on 1<sup>st</sup> floor.
- Carpenter to continue patching all holes that electricians made to run fire alarm wire on 2<sup>nd</sup> floor & working their way down to 1<sup>st</sup> floor.
- WTR Carpenter to continue closing in pipe penetrations.

### Thursday

- Electricians to start Fire Alarm ceiling holes on the 1<sup>st</sup> floor that have devices, in offices that are occupied. Offices that are affected will be [ALL Offices On The 1<sup>st</sup> Floor West Side City Mangers Office](#) WTR will work with personnel inside these offices to accommodate any needs.
- WTR & Electricians to start hanging poly on 1<sup>st</sup> floor corridor.
- Exploring Branch circuits and Identifying circuit breakers as needed throughout building electric panels.
- Installing Feeders @ Basement Electric room, 2<sup>nd</sup> Floor Payroll & 3<sup>rd</sup> Floor Women's Bathroom.
- Hammer drilling penetrations in Corridors on 1<sup>st</sup> floor.
- Carpenter to complete patching all holes that electricians made to run fire alarm wire on 2<sup>nd</sup> floor & working their way down to 1<sup>st</sup> floor.
- WTR Carpenter to continue closing in pipe penetrations.
- Electricians to continue pulling wire at basement hallway.

### Friday

- Electricians to continue pulling wire at basement hallway.
- Electricians to start Fire Alarm ceiling holes on the 1<sup>st</sup> floor that have devices, in offices that are occupied. Offices that are affected will be [ALL Offices On The 1<sup>st</sup> Floor West Side City Mangers Office](#) WTR will work with personnel inside these offices to accommodate any needs.
- Exploring Branch circuits and Identifying circuit breakers as needed throughout building electric panels.
- Hammer drilling penetrations in Corridors on 1<sup>st</sup> floor.
- Carpenter to complete patching all holes that electricians made to run fire alarm wire on 2<sup>nd</sup> floor & working their way down to 1<sup>st</sup> floor.
- WTR Carpenter to continue closing in pipe penetrations.

### **\*Special Notification\***

**Do to the upgraded electrical system that we are installing at City Hall this work requires an electrical shutdown. The shutdown will happen THIS FRIDAY May 21,2021.**

- Power shutdown to begin at 12:30 PM, after all occupants have left the building.
- Temporary Generator and Air Conditioning equipment will be in place to keep critical IT data/server room equipment online and temperature All other equipment, including but not limited to computers and printers, appliances such as microwaves, refrigerators, etc. will be down for the entire length of the shutdown. Please plan accordingly by saving open documents, discarding perishable foods, etc.



**W.T. RICH COMPANY, INC.**

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